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Installations
Housing Management

MAEN

FOR THE SUPERINTENDENT:

OFFICIAL:
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\ *Original Signed* \
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Summary: This Supplement to AR 210-50 prescribes policy and procedures for the assignment of Family Housing and Unaccompanied Personnel Housing at West Point.

Applicability: This Supplement applies to all personnel seeking housing at West Point.

***This supplement supersedes USMA Suppl 1 (dated 15 Nov 95) to AR 210-50 dated 24 Apr 90. It supplements AR 210-50 (dated 26 February 1999).**

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CHAPTER 1

INTRODUCTION

Page 1, paragraph 1-1, Purpose. Add after paragraph 1-1.

This Supplement to AR 210-50, prescribes policy and procedures for the assignment of Family Housing and Unaccompanied Personnel Housing at West Point.

Page 2, paragraph 1-14, Installation Commanders. Add subparagraph i.

- i. Establish a United States Military Academy Housing Council.

(1) The Council will meet quarterly at 1400 hours on the second Wednesday of February, May, August and November in an open forum; Mayors are encouraged to attend. The purpose of the Council is to review implementation of Housing policies at West Point, advise the Command and provide recommendations for improvement. Minutes of the meetings will be prepared and distributed, including through E-mail. The Chief of Staff will appoint members on orders. Members include all those listed below.

Deputy Garrison Commander (Chairman)
Director of Housing and Public Works (Observer)
Chief, Housing Division (Observer)
Deputy Commander for Administration, MEDDAC (Member)
Commander, DDS (Member)
Executive Officer, 1st Bn, 1st Inf (Member)
Command Sergeant Major, USMA (Member)
Command Sergeant Major, USCC (Member)
Command Sergeant Major, MEDDAC (Member)
Representative, Commandant, USCC (Member)
Representative, Unaccompanied Officers (Member)
Two Representatives, Office of the Dean (Members)
Representative, DIA (Member)
Representative, Housing Mayors (Observer)

Note: Observers do not vote on Housing Council cases.

(2) The Council will review Requests for Exception to Policy for hardship or compassionate reasons and provide recommendations to the Director of Housing and Public Works (DHPW), review will be within three working days after the Housing Division receives Requests for Exception to Policy. A quorum consists of six members. Housing Council minutes and recommendations will not be published.

Page 3, 1-22 Exceptions and waivers. Add the following to subparagraph 1-22f.

Requests for Exception to Policy will be addressed through the soldier's Chain of Command, and, in the case of enlisted soldiers, through the Command Sergeant Major, USMA, to the Chief, Housing Division for appropriate action. The Chairman of the Housing Council will coordinate with the Housing Council to review requests. Any additional, pertinent information from Housing, such as current status on Waiting List, quarters size authorized, etc., will be included with the request when forwarded to the Housing Council. The Council will forward recommendations to the DHPW for approval/disapproval. Appeals of DHPW decisions may be made to the Garrison Commander. Appeals must be done immediately and decisions by the Garrison Commander must be made within five (5) workdays.

CHAPTER 3

ASSIGNMENTS, OCCUPANCY & TERMINATION

Any requests not covered in AR 210-50 or this Supplement will be submitted on a Request for Exception to Policy and staffed through the soldier's Chain of Command, and in the case of enlisted soldiers, through the Command Sergeant Major, USMA to the Chief, Housing Division for appropriate action.

SECTION I

General

Page 12, paragraph 3-1, Scope. Add to paragraph 3-1.

Incoming Personnel. All Military (Officer and Enlisted) Personnel reporting to this Installation will report to the Housing Division, Bldg. 626, within three working days of reporting into their respective Units. They must be signed in for duty and in-processed through the Adjutant General's Office before they can in-process through the Housing Division, except those TDY en route (see AR 210-50, p.15, 3-8 i). Eligible Soldiers and Key and Essential Civilians whose place of duty is West Point are required to occupy Government Housing if available. Band members who play an instrument are authorized to reside off-post if desired (Administrative Band Support Members are exempt from this authorization and will reside on-post if quarters are available). Personnel authorized to reside off-post must in-process through the Community Homefinding, Relocation and Referral Services (CHRRS) Office prior to signing a lease or rental agreement. Once an agreement is signed, they must provide the Housing Division a copy. Personnel whose place of duty is not at West Point have the option to reside in Government Quarters or off-post. If the off-post option is exercised, personnel may process through CHRRS, Housing Division.

SECTION II

Assignment of Family Housing

Page 12, paragraph 3-4, Designation of Housing. Add to paragraph 3-4 a.
(See Appendix E for a listing of quarters in each category).

- (6) A sub-category of Field Grade Quarters is Lieutenant Colonel Quarters (O5).
- (7) Any Officer Grade Special Category Quarters.
- (8) Senior NCO Quarters (E7 through E9).
- (9) Junior NCO/Junior Enlisted Quarters (E1 through E6).
- (10) Enlisted Any Grade (Designated Quarters).
- (11) Band Quarters (Band members only).

Page 13, paragraph 3-6, Assignment Provisions. Add subparagraph r.

r. Grade and Housing Categories:

(1) Senior Officer Quarters: These quarters will be assigned by DHPW without regard to area, quota, or position (i.e. permanent/non-permanent) and approved by the Superintendent. Excess Senior Officer Quarters will be advertised to Colonels/Lieutenant Colonels Promotable only for intra-post moves. In the case of a newly Congressionally Confirmed Professor, USMA (PUSMA), not already adequately housed in Senior Officer Quarters, the Professor will be authorized an intra-post move at Government expense (no time limit) for priority assignment to any available Senior Officer Quarters. If two or more newly Congressionally Confirmed Professors wish to use this option at the same time for the same set of quarters, priority will be given to the Senior Professor (date of rank). After this option is exercised, Professors, USMA will be assigned under the provisions contained in para 3-8s of this Supplement. Professors, USMA, may be LTCs, but the intent is still to allow them first selection of Senior Officer Quarters. Professors, USMA who are intra-post moving into Designated Professors Quarters (APPENDIX C of this Supplement)) will be authorized a move at Government expense (if they have already opted for wallpaper in their present quarters, they are no longer authorized when they relocate to Professors' Row). (See Appendix B-1 of this Supplement for assignment during the Housing Draw timeframe).

GOVERNMENT MOVE GUIDELINES

Professor, USMA Currently Occupies	Moves to Senior Officers Qtrs	Moves to Designated Qtrs
Senior Officer Qtrs	No	Yes
Field Grade Qtrs	Yes	Yes

(2) Lieutenant Colonel Quarters: Lee Area Quarters and 4-bedroom LTC Special Category Old Sets are allocated for Lieutenant Colonels and are an authorized subcategory of Field Grade Housing. Lieutenant Colonel Quarters becoming available will be assigned to the Senior Lieutenant Colonel on the Primary or Secondary Waiting List (see paragraph 3-8t(10) of this Supplement).

(3) Special Category Quarters: These are quarters which do not fit into any specific category because of geographical location, unique architectural features, size or lack of consistency with other common features within other categories. Except for 4-bedroom LTC Special Category Old Sets, all Officers, Field Grade and below, may be assigned any of the Any Officer Grade Special Category Quarters meeting their bedroom requirement. In addition, Field Grade and Company Grade Officers may compete for these quarters from the Secondary Waiting List, if eligible, or through advertisement (see paragraph 3-8s(2)(d) and (3)(e) of this Supplement).

Page 13, paragraph 3-6, Assignment Provisions. Add subparagraph r. (Cont)

(4) Visiting Professors: Visiting Professors appointed under provisions of the Intergovernmental Personnel Act are deemed DA Employees and will be pre-assigned quarters, except for Old and New Doubles and Senior Officer Quarters, by the Chief, Housing Division in coordination with the Office of the Dean. The Dean will be the final approving authority for these assignments. Wherever possible, Visiting Professors will be integrated throughout the Community at West Point based on their individual requirements and equivalent grade structure (i.e., Professor, Associate Professor, Assistant Professor, etc.). The following ceilings are recommended in assigning Visiting Professor Housing:

Lee Quints/Trips:	4 (inside units only)
North Apartments:	4 (inside units only)
South Apartments:	4 (inside units only)
Central Apartments	8 (inside units only max of 2 per stairwell)
New Brick:	9 (3 or 4 bedrooms)*
Stony Lonesome I:	9 (3 or 4 bedrooms)
Stony Lonesome II:	4 (3 or 4 bedrooms)
Grey Ghost:	4 (3 bedroom inside units only)**

*After all phases of New Brick renovations are complete, all 9 units will be 3-bedrooms.

**After Grey Ghost renovations are complete, all 4 units will be 4-bedrooms.

(5) Non-DoD Civilians: Non-DoD Civilians (i.e. Foreign Service Officer and Olin Professor) may be assigned Government Family Housing based on designation of their positions as Key and Essential by the Superintendent. DIA Key and Essential DoD Civilian Coaches are allowed to live in Government Housing. The location is determined using the AR 210-50 Military to Civilian Guide and Department's comments on work experience and salary. DIA Contract Employees, including Contract Coaches, may not be assigned Government Housing. They may be assigned DIA-Owned Housing at the direction of the DIA.

(6) House Sitting of Quarters During Sabbatical Leave: USMA Permanent Staff and Faculty (see Appendix A) may be permitted to request USMA Military Personnel to house-sit their quarters while on sabbatical leave provided a request is submitted to the Chief, Housing Division for approval. The request will include concurrence by both parties involved and will include dates of occupancy. To protect concerned parties, the Housing Facilities Maintenance Branch will conduct an inspection of quarters prior to the departure of the outgoing resident and again upon his return. Personnel selected to house-sit must be an officer assigned to USMA and eligible for Government Family Housing. **The cost of the intra-post move in and out of these quarters will be at the resident's expense.**

(7) DoD Civilian Assignment Procedures: Key and Essential Civilians, in the grades of GS-12 and above, will be allowed to select a lower category of quarters than authorized (see AR 210-50, Table 3-1, Military and Civilian Schedule of Equivalent Grades).

(8) Rental Appraisals: Fair Market Rental Appraisals are obtained by the Housing Division through the New York District Engineer who is required to accomplish a Rental Survey at five year intervals; however, they may be conducted more frequently if required. Rent will be charged on a monthly or partial month's basis. Daily rent will be charged as 1/30th of the

Page 13, paragraph 3-6, Assignment Provisions. Add subparagraph r. (Cont)

monthly rent. The first month's rent will be paid in advance to the Housing Division prior to quarters check-in. Thereafter, rental invoices will be mailed directly to resident and due the first of each month. Foreign Service Officers will be charged an amount equal to the BAQ of a U.S. Servicemember of equivalent grade (no charge for furniture). Rent is considered late if it is not received by the first of the month. Three late rental payments may be justification for eviction from quarters.

Page 14, paragraph 3-8, Waiting Lists. Add to subparagraph 3-8 a.

When eligibility date, rank and date of rank are the same, Army Active Duty List numbers will be used for officers and basic pay entry date will be used for enlisted soldiers.

Page 14, Add subparagraphs 3-8r through 3-8t.

r. Assignment Procedure Policy.

(1) Assignment of quarters from the Primary Waiting Lists will be by grade and bedroom requirement and date of eligibility; from the Secondary Waiting Lists by rank and date of rank and through advertisement by rank and date of rank among applicants for the advertised quarters. Inbound personnel will be considered for an increase in bedroom if their bedroom requirement will change within one year from date of in-processing appointment. See Appendix B of this supplement for rules during Housing Draw.

(2) Assignment of 5 bedroom Grey Ghost units will be by bedroom requirement, and date of eligibility between officer and enlisted. See Appendix B for assignments during the Housing Draw timeframe (1 May – 31 August).

(3) Personnel whose duty assignment is at West Point will be required to reside at West Point depending upon the availability of quarters.

(4) Within grade category, available quarters will be offered first to Primary Waiting List personnel by grade and bedroom requirement and date of eligibility. See paragraphs 3-8s and 3-8t below.

(5) Eligible officers with a reporting date between 1 May and 31 August will be assigned quarters under the Officer Summer Arrival Housing Assignment Procedure (Housing Draw) as outlined at Appendix B.

(6) Quarters becoming available for occupancy during the period 1 May until the last workday preceding the Housing Draw may be assigned to officers who are on the Primary Waiting List at close of business the last workday in April. Officers on the Primary and Secondary Waiting List at the close of business the last workday in April will have the option of accepting quarters or participating in the Housing Draw.

(7) Inbound personnel with family requirements of 5 bedrooms or higher and/or whose family composition necessitates special consideration, who cannot be adequately housed, will be given the following options:

(a) Be placed on the appropriate bedroom Primary Waiting List.

(b) Accept other available quarters as adequate.

Page 14, Add subparagraphs 3-8r through 3-8t. (Cont).

(c) Accept other available quarters as adequate and apply to place their name on a larger bedroom Waiting List (date of eligibility on larger bedroom Waiting List will be after they are assigned quarters and the date they apply). **(Moving expense to be borne by the resident).**

(d) Reside off-post and collect BAH.

(8) When an individual is offered assignment to quarters, a decision to accept or decline must be made known in writing to the Housing Division within two workdays of the offer. Failure to respond will be considered a declination and the soldier's Chain of Command will be notified. For personnel on the Primary Waiting List, declination of adequate quarters will result in removal from the Primary Waiting List, integration on the Secondary Waiting List by rank and date of rank on the first workday of the month and for incoming personnel, may result in forfeiture of their BAH as determined by the Chief, Housing Division. For personnel on the Secondary Waiting List, refusal of quarters will have no effect on their position on the Secondary Waiting List by rank and date of rank.

(9) USMA Permanent Staff and Faculty Personnel who PCS from USMA on sabbatical leave and terminate their Government Quarters will be protected for quarters at least equivalent to their former quarters upon their PCS return to USMA.

s. Waiting Lists. The following Waiting Lists will be used for Officers:

(1) Primary Waiting List: The following personnel may be placed on the appropriate Primary Waiting List by rank and bedroom requirement and date of eligibility through the year or compete in the Housing Draw (by rank and date of rank and when limited assets exist preference will be given to bedroom requirement) if they have not been assigned quarters prior to the Housing Draw. If quarters are not obtained in the Housing Draw, soldiers will be placed on the Primary Waiting List once they sign in for duty using the eligibility date in accordance with AR 210-50, Para 3-9 for placement on the Waiting List.

(a) Newly arrived personnel who have yet to be assigned quarters **(Moving expense to be borne by the Government).**

(b) Change in authorized grade category **(Moving expense to be borne by the resident).**

(c) Change in bedroom authorization **(Moving expense to be borne by the resident).**

(d) Military necessity (newly appointed Key and Essential personnel presently living off-post) **(Moving expense to be borne by the Government).**

(e) Medical necessity as recommended by the Commander, MEDDAC, and approved by the Housing Division shall be placed at the top of the Priority 1 on the appropriate Waiting List **(Moving expense to be borne by the Government).**

(f) Compassionate reasons as recommended by the Chain of Command, reviewed by the Housing Council and approved by the DHPW; waiting list placement will be dependent upon specific circumstances **(Moving expense to be borne by the resident).**

s. Waiting Lists. The following Waiting Lists will be used for Officers: (Cont).

(2) Secondary Waiting List: The following personnel will be authorized to be entered on the Secondary Waiting List for an intra-post move. These personnel may be placed on the Secondary Waiting List by rank and date of rank. Personnel on this list may request to compete in the Housing Draw (by rank and date of rank and when limited assets exist preference will be given to bedroom requirement). When an individual is offered assignment to quarters, a decision to accept or decline must be made known in writing to the Housing Division within one workday. **(Moving expense to be borne by the resident)**. Eligibility to be placed on this Secondary Waiting List is as follows:

(a) Permanent Staff and Faculty Personnel (see definition in Appendix A) who have occupied their present quarters for a minimum of four years and request to move within grade category.

(b) Lieutenant Colonels not currently housed in Lee Area or 4-bedroom LTC Special Category Old Sets and competing for Lee Area or 4-bedroom LTC Special Category Old Sets.

(c) Lieutenant Colonels currently housed in a Lee Area Quint or Trip and competing for Lee Area Doubles or 4-bedroom LTC Special Category Old Sets.

(d) Military Personnel who have declined quarters from the Primary Waiting List.

(3) Advertising: The following moves to advertised quarters are authorized for personnel based upon rank and date of rank. Officers in this category do not participate in the Housing Draw. When an individual is offered assignment to quarters, a decision to accept or decline must be made known in writing to the Housing Division within one workday. **(Moving expense to be borne by the resident)** Eligibility to compete for advertised quarters includes the following moves:

(a) COL/ LTC(P) to Senior Officer Quarters

(b) Excess Lee Trips and Quints will be offered to those on the Secondary Waiting List and all others (Primary Waiting List and those occupying family quarters) simultaneously by rank and date of rank.

(c) Company Grade Quarters to Field Grade Quarters.

(d) Officers in Stony Lonesome I, New Brick, or Grey Ghost Quarters to Lee Area Quarters.

(e) Any Officer Quarters to Any Officer Grade Special Category Quarters.

(f) Voluntary Quarters to Company Grade Quarters or Field Grade Quarters.

t. Waiting List Procedures. The following procedures apply to assignments from the Waiting List:

(1) Within grade category, available quarters will be offered first to the Primary Waiting List personnel by date of eligibility. Furthermore, personnel on the Secondary Waiting List will not be offered available quarters if there is a person on the Primary Waiting List who has yet to be offered adequate quarters within grade and bedroom requirement and this Primary Waiting List person has been on the Primary Waiting List in excess of 14 days. Primary Waiting List LTC/MAJ(P)s will be offered available Field Grade Quarters, not necessarily Lieutenant Colonel Quarters.

(2) Quarters will be offered the first working day after the previous resident clears the quarters. If extended maintenance in excess of 30 days has been scheduled for the quarters following their clearance, the Housing Division will specify another date to offer the quarters. This date will be within 30 days of the projected availability date of the quarters.

(3) Newly assigned personnel must be signed in with their Unit before quarters will be offered, except those officers who compete in the Housing Draw (see Appendix B of this Supplement).

(4) Date of eligibility in accordance with AR 210-50, paragraph 3-9, will be used in establishing position on the Primary Waiting List. The list will be updated and reordered as changes occur. New arrivals and other applicants, including those who wish to apply early as a convenience, may submit their names; however, they will not be entered on the list until the date of the event which authorizes the move (in the case of a housed promotable soldier, they will not be placed on the Primary Waiting List until they have pinned on their new rank, or if an impending birth would result in an additional bedroom, soldier may apply when the child is born. Eligibility date is the date soldier applies to go on the Primary Waiting List).

(5) Date of rank will be used in establishing position on the Secondary Waiting List. The Secondary Waiting List will be updated, reordered and posted monthly. New applicants will be placed on the Secondary Waiting List as of the first workday of the month following their waiting list application. The Secondary Waiting List will also be updated, reordered and posted on the Monday following the Housing Draw, incorporating all applicants that are signed in for duty and whose housing assignment authorizes their inclusion on the Secondary Waiting List.

(6) Inbound Primary Waiting List applicants who are promotable may elect to be placed on the Primary Waiting List for housing designated for their promotable grade. Promotable personnel who are eligible to compete for an intra-post move from the Secondary Waiting List will go on the Secondary Waiting List for their current grade; however, they will be ordered on this Secondary Waiting List considering their promotable grade.

(7) Less than Authorized Quarters Acceptance:

a. Even if other adequate quarters in grade are available, inbound personnel may voluntarily select quarters that are available if the quarters are less than that authorized by bedroom requirement or grade. In this event, personnel selecting quarters less than their authorization will be required to sign a statement that they accept the selected quarters as adequate with respect to bedroom or grade prior to being assigned these quarters. These personnel will not be eligible to be entered on to a waiting list because they are inadequately housed.

t. Waiting List Procedures. The following procedures apply to assignments from the Waiting List: (Cont). Para (7) (Cont)

b. Personnel occupying inadequate quarters by grade or bedroom requirement because these were the only quarters available for assignment **will be required to sign a statement**. Once assigned to these quarters these personnel may apply to be placed on the Primary Waiting List for adequate quarters with the eligibility date being the date they apply (**Moving expense to be borne by resident**).

(8) Except for medical necessity, personnel must have either twelve months or one academic year (See Appendix A of this Supplement) remaining in the Command to be permitted an intra-post move.

(9) Following any intra-post move, personnel must occupy their quarters for a minimum of two years (from the date of quarters selection) before being eligible for a move through the Secondary Waiting List or advertisement. Eligible personnel may intra-post from the Primary Waiting List without regard to this two-year minimum occupancy requirement.

(10) Officers on the Primary Waiting List for Lieutenant Colonel Quarters will not be offered Lee Area Quarters if there are more senior Officers on the Secondary Waiting List. They will be offered other Field Grade Quarters.

(11) Officers on the Primary Waiting List for Company Grade Quarters will not be offered Field Grade Quarters if there are more senior Officers on the Secondary Waiting List.

(12) Personnel on the Secondary Waiting List will not be offered available quarters if there is a person on the Primary Waiting List who has yet to be offered adequate quarters within grade and this Primary Waiting List person has been on the Primary Waiting List in excess of 14 days.

(13) Vacant quarters will be advertised on the DHPW Information and Regulations portion of the E-Mail Bulletin Board and Channel 23 after all personnel on the appropriate Primary and Secondary Waiting Lists have been offered these quarters. Once the advertising process has begun, the advertisement will remain valid until the published closure date. At the end of the advertising period, the senior eligible applicant will be assigned the quarters. If no eligible persons apply, the quarters will again be offered to personnel on the appropriate Primary and Secondary Waiting Lists. Lee Area Quarters (except Trips and Quints) and 4-bedroom LTC Special Category Old Sets will be advertised after offering to all personnel on the appropriate Primary and Secondary Waiting Lists (LTCs). Field Grade Quarters will be advertised after offering these quarters to personnel on both the Field Grade and Company Grade Waiting Lists (Primary and Secondary).

Page 16, paragraph 3-11, Key and Essential Personnel. Add subparagraphs 3-11a(1), (2) & (3) and 3-11b(1), (2), (3) & (4).

3-11a.

(1) Appendix D of this Supplement specifies those positions designated by the Superintendent as Key and Essential. Additional Key and Essential positions require specific designation by the Superintendent. The Chief of Staff will consider for approval all Key and Essential positions based on an analysis provided by DHPW. Designation will be conferred sparingly in accordance with guidance contained herein and in the basic Regulation. Organizations nominating Key and Essential positions will ensure that said nominations (including reasons therefore and trade-offs, if any) are on file with Chief, Housing Division, NLT 15 October annually.

Page 16, paragraph 3-11, Key and Essential Personnel. Add subparagraphs 3-11a(1), (2) & (3) and 3-11b(1), (2), (3) & (4). (Cont).

(2) Civilians will be eligible for USMA controlled housing when any of the following criteria are met:

(a) Specific duties or times the duties are performed can only be met by an individual residing on the Installation.

(b) The position occupied by the individual fundamentally contributes to the sense of community and special environment associated with the Corps of Cadets, and is an integral part of that experience.

(c) The position has specific Caretaker/Security responsibilities for co-located Government Facilities.

(3) Individuals occupying the positions must reside in on-post quarters. Exceptions will be made only by the Superintendent.

3-11b.

(1) Designated Quarters are those shown in Appendix C of this Supplement. Personnel reporting for duty holding positions which entitle them to Designated Quarters must occupy said quarters.

(2) In the case of designated Senior Officer Quarters, a recommendation for quarters assignment will be made by DHPW for approval by the Superintendent.

(3) In the case of Designated Professors Quarters, quarters assignment will be made by the Dean and forwarded through DHPW for information and approval by the Superintendent.

(4) Band Quarters are quarters built with Appropriated Funds to specifically house Enlisted Bandsmen.

(5) DIA Quarters were acquired as a result of private donations, Non-Appropriated Fund disbursements, and/or divestitures. They are not included in the DHPW Housing Inventory. Information is provided here as a service to the Community.

**SECTION III
Occupancy of Family Housing**

Page 16, paragraph 3-17, Occupancy by Non-family members. Add subparagraph 3-17k and l.

k. Without the approval of the Housing Division, occupancy of quarters by non-dependents and guests over 30 days is not authorized. Non-dependents and guests are not family members and occupancy of quarters by these individuals, even with approval from the Housing Division, does not entitle the soldier to an additional bedroom or parking space.

Page 16, paragraph 3-17, Occupancy by Non-family members. Add subparagraph 3-17k and l (Cont).

l. Sponsors cannot receive remuneration or other compensation from non-dependent residents for residing in post housing. The Government may be liable for injuries suffered by guests while residing in post quarters. The Sponsor is liable for physical damage or loss to the quarters caused by family members and guests.

SECTION IV

Termination of Family Housing

Page 17, paragraph 3-20, Exceptions to Immediate Termination. Add subparagraph 3-20i.

i. Requests Not Otherwise Categorized. Requests for Quarters Retention/Termination not specifically covered by AR 210-50 or this Supplement will be submitted in writing through their Chain of Command, and, in the case of enlisted soldiers, through the Command Sergeant Major, USMA, 90 days in advance to the Chief, Housing Division, for appropriate action.

Page 17, paragraph 3-21, Retention of Housing for Sponsors on Dependent Restricted Tours. Add to subparagraph 3-21 f. (3):

Personnel departing USMA on a Dependent Restricted Tour are not authorized to retain quarters at West Point. Requests for exceptions to this policy may be submitted through the soldiers chain of command and in the case of enlisted soldiers through the CSM, USMA, to the Chief, Housing Division for appropriate action. Requests must be submitted at least 90 days prior to departure from the Installation and should include either a copy of Orders or Request For Orders along with the documentation justifying the request.

SECTION VI

Eligibility, Assignment & Termination of Permanent Party (UPH)

Page 19, paragraph 3-28, Waiting Lists for Senior Officer Quarters, Officer Quarters and Senior Enlisted Quarters. Add subparagraph d, e, and f.

- d. Must occupy UPH unit more than six months in order to be eligible for assignment.
- e. Eligible personnel must be bonafide bachelors (BAH without dependent rate) or Key and Essential.
- f. Assignment to quarters will be by eligibility date among all eligible UPH Personnel (officer and senior enlisted).

Page 19, paragraph 3-29, Assignment of housing to permanent party personnel. Add to subparagraphs 3-29a and b.

a. When unaccompanied personnel are offered assignment to quarters, a decision to accept or decline must be made known in writing to the Housing Division within two workdays of the offer. For personnel on the Primary Waiting List, declination of adequate quarters will result in removal from the Primary Waiting List and integration on the Secondary Waiting List by date of declination as of the first workday of the month following declination. For personnel on the Secondary Waiting List, refusal of quarters will have no effect on their position on the Secondary Waiting List.

b. The Chief, Housing Division is responsible for assignment of personnel in grades E-7 and above. Assignment of personnel in grades E-6 and below will be the responsibility of the applicable Unit Commander. Unaccompanied (those who collect at without dependent BAH) USMA Band personnel E-6 and below who play an instrument are authorized to reside off-post (Administrative Support Members are exempt from this authorization and will reside on-post if barracks space is available).

Page 20, paragraph 3-36, Authority to Live Off-Post. Add subparagraph 3-36e, f, g, and h.

e. Unaccompanied Officer and Senior Enlisted Personnel (those who collect at without dependent BAH) in grades E-7 and above whose place of duty is West Point are authorized to reside in UPH Quarters or reside off-post. They must in-process with the Housing Division (CHRRS Office) in order to obtain a Statement of Non-Availability prior to signing a lease or rental agreement if they opt to reside off-post.

f. Eligible personnel whose place of duty is not West Point have the option to apply for Government Quarters or reside off-post. If the off-post option is exercised, personnel may process through the Community Homefinding Relocation and Referral Services Office (CHRRS), in the Housing Division.

g. Unaccompanied Key and Essential TAC Officers are authorized to reside off-post within walking distance of Thayer Gate. Other Key and Essential personnel must reside on-post.

h. All West Point soldiers who opt to reside off-post must provide the Housing Division a copy of their lease or rental agreement.

Page 20, paragraph 3-37, Non-availability of adequate permanent party housing. Add subparagraph d.

d. Statements of Non-Availability for Government Quarters and Dining Facilities are no longer required for military personnel who are TDY and receiving per diem to West Point, New York. Military personnel who perform TDY to West Point must include the following in the remarks section of their orders: "Adequate Government Quarters and Dining Facilities are not available." Excluded are Reservists and those who are participating in field training exercises or on annual training orders, they will be required to obtain a statement of non-availability from the Five Star Inn Lodging Facility at 845-938-6816.

CHAPTER 7 OPERATIONS AND MAINTENANCE

SECTION II Family Housing

Page 42, paragraph 7-17, Maintenance policies. Add subparagraph 7-17j

- (j) Quarters occupied by Professors, USMA; and the Director of Admissions are authorized the application of decorative wall covering in lieu of painting on a one time only basis. The resident will choose from paper samples authorized by the Housing Division. Style, design and color will be selected based on its suitability for present and future residents. Cost for wall covering (preparation and labor) will not exceed \$20,000 in fiscal year 2003. In subsequent years, the limit will be \$20,000 plus the amount of inflation prescribed by the Office of Management and Budget for that year.

CHAPTER 8 RESIDENT RELATIONS

SECTION I

Page 49, paragraph 8-3. Shared Responsibilities. Add to subparagraph 8-3b(1) (n-q).

(n) Status Change. Members occupying quarters must notify the Housing Division immediately of any changes in status; i.e., marital situation, grade, number of dependents, TDY assignment over 30 days or upon receipt of Permanent Change of Station Orders.

(o) Quarters Misuse. The Chief, Housing Division should be informed when it appears that a resident has abandoned his quarters or is occupying quarters illegally. In the case of abandoned quarters, after efforts to contact the individual have failed, the Housing Division will contact the individual's Commanding Officer to arrange for a joint inspection of quarters.

(p) Prolonged Absences. Residents will notify the Operations NCO in the Provost Marshal's Office of any prolonged absence in excess of two weeks. A request for Quarters Check by Military Police form will be completed at the Provost Marshal's Office and will provide the Military Police with disposition instructions in the event the quarters are found open. This precaution is for protection against fire and theft. Further, to preclude waterlines in quarters from freezing during winter months, residents will set thermostats at 55 degrees Fahrenheit prior to departure. All electric appliances, including television sets, will be disconnected to prevent possible damage from short circuits and fire.

(q) Telephone Numbers: Residents shall notify the Housing Division of any changes in home or office telephone numbers.

SECTION II

Page 51, paragraph 8-10, Housing Inspection Program. Add subparagraph 8-10c.

c. Notice of Intent to Terminate. When quarters are to be terminated, the Sponsor will adhere to the following schedule and notify the Housing Division, Facilities Maintenance Branch, Bldg. 626, 938-2828. (Must have Orders with an effective date within 90 days of timeframe or an approved Exception to Policy to terminate quarters.)

- (1) Provide 60 days advance notice of approximate termination date.

Page 51, paragraph 8-10, Housing Inspection Program. Add subparagraph 8-10c. (Cont).

(2) Provide a definite termination date at least 30 days prior to clearance.

(3) Establish a pre-termination inspection date 30 days prior to termination. It shall remain the responsibility of the resident to immediately advise the Housing Division of any changes in departure date.

(4) During the Housing Draw timeframe: All officers and Key and Essential civilians departing between 1 May and 31 August must have a pre-termination inspection completed by the last workday in March (Orders are not required at this time) and a final termination inspection must be scheduled by the last workday of April for the date you expect to depart West Point if you are in receipt of Orders or Request For Orders.

**CHAPTER 9
FURNISHINGS**

Page 57, para 9-28, Resident-owned equipment. Add subparagraph h(1)(2).

h. Storage of Personally Owned Furnishings.

(1) Personnel moving into Government Quarters, who have shipped no more than their prescribed weight allowance, will submit a list of the furnishings (as defined below) which cannot be accommodated in the quarters to the DOL Transportation Office.

(2) Furnishings are defined as furniture and household equipment. Household equipment includes: kitchen range, refrigerator, dishwasher, freezer, clothes washer and dryer, window air conditioner, and portable fan.

APPENDIX A

GLOSSARY

Academic Year: That period extending from the first day of academic classes to graduation day.

Acceptance of Quarters: The date a set of quarters including the keys are signed over to a new resident. This is the date on which BAH will stop.

Advertisement: The announcement or public notice of quarters available for assignment, subject to the conditions stated in paragraph 3-8 s(3) and 3-8 t(13) of this Supplement.

Availability Date: After clearance and after maintenance the date on which the Housing Division estimates the quarters will be available for new resident's occupancy.

Band Quarters: Quarters suitable for occupancy by Enlisted Bandsmen only.

Clearance Date: The date departing residents are completely moved out.

Company Grade Quarters: Quarters suitable for occupancy by personnel of ranks W01, CW2, CW3, 2LT, 1LT and CPT.

Enlisted Any Grade: Designated Quarters (Farmhouse 2020)

Field Grade Quarters: Quarters suitable for occupancy by personnel of ranks CW4, CW5, MAJ and LTC.

Individuals "Protected" for Quarters Assignment: Individuals, who by either bedroom requirement or Key and Essential designation, are guaranteed quarters which meet their bedroom requirements or, in the case of Military Key and Essential status, are guaranteed quarters at their place of duty. Civilian Key and Essential personnel who work at West Point will be protected for housing. When limited assets exist, appropriate quarters will be guaranteed for those individuals "protected".

Junior NCO/Junior Enlisted Quarters: Quarters suitable for occupancy by personnel of ranks PVT - SSG.

Key and Essential Personnel: Positions listed at APPENDIX D. Incumbents of Military and Civilian Key and Essential positions are required to reside in Government Housing at their duty locations.

Lieutenant Colonel Quarters: A sub-category of Field Grade Quarters suitable for occupancy by LTC and CW5 personnel. These are Lee Area Quarters and 4-bedroom LTC Special Category Old Sets.

Offer of Quarters: A written offer of a numbered set of quarters by the Housing Division. Prospective resident will have two workdays (one day for Secondary Waiting List or advertised quarters) after being offered to decide whether to accept. Refusal of an offer of adequate quarters will result in the person's name being removed from the Primary Waiting List and placed on the appropriate Secondary Waiting List on the first work day of the month after declination.

Officer Summer Arrival Housing Assignment Procedures (Housing Draw): Detailed instructions for quarters assignments to officers and Key and Essential civilians arriving during the period 1 May through 31 August are published in APPENDIX B of this Supplement.

Permanent Staff and Faculty: Tenured personnel (Professors, USMA and Academy Professors) and those personnel occupying extended tour positions (those positions designated by Department of the Army as Permanent Staff).

Senior NCO Quarters: Quarters suitable for occupancy by personnel of ranks SFC-SGM.

Senior Officer Quarters: Quarters suitable for occupancy by COLs.

Special Category Quarters (Old Sets): These are officer and enlisted quarters that do not fit into any specific category because of geographical location, unique architectural features, size, or lack of consistency with other common features within other categories.

Surplus Garages: Garages controlled by the Chief, Housing Operations Branch which are not specifically associated with any particular set of quarters. These garages are behind assigned quarters on Thayer and Wilson Roads and may be assigned upon request to personnel living in the immediate area.

APPENDIX B - OFFICER SUMMER ARRIVAL HOUSING ASSIGNMENT PROCEDURES (HOUSING DRAW)

1. Purpose:

a. To provide guidelines for the selection of quarters during the period 1 May - 31 August by incoming officers and Key and Essential civilians and officers with an authorized intra-post move as defined in para 3-8 s(2) of this Supplement.

b. To assure all officers an opportunity to select and occupy the quarters of choice when available for occupancy.

2. General:

a. The Housing Draw will occur on the following dates as indicated:

(1) Senior Officers – Assignment will be made by the DHPW and approved by the Superintendent. Newly Congressionally Confirmed PUSMAs will select quarters before all others. Quarters are pre-assigned in mid-May by rank and date of rank to eligible Colonels/Lieutenant Colonel(P)s; however, when there is a limited number of Senior Officer Quarters available, priority for assignment will be given to inbound Senior Officers (Colonels and Lieutenant Colonel(P)s) and those on the Primary Waiting List over others desiring to intra-post move (except newly Congressionally Confirmed PUSMAs).

(2) Day 1 - The first workday in June following graduation. LTCs, MAJ(P)s, MAJs, CPT(P)s CW5s and CW4s will select quarters.

(3) Day 2 - The second workday in June following graduation. Unaccompanied Personnel (those who collect BAH at without dependent rate) and Unaccompanied Key and Essential personnel will be offered any available UPH quarters by the Housing Division.

(4) Day 3 - The third workday in June following graduation. 2LTs - CPTs and WO1s - CW3s will select quarters.

b. The following personnel or their Designated Representatives including a Sponsor may participate in the Housing Draw:

(1) Inbound Accompanied Officers, Unaccompanied Officer/Senior Enlisted (collecting BAH at the without dependent rate), and Unaccompanied Key and Essential Officer/Senior Enlisted who are eligible for housing and have been confirmed by Department of the Army or other authorized agencies with a reporting date between 1 May and 31 August may compete as appropriate for Family or Unaccompanied Personnel Housing. Since selection of quarters is made by order of rank and date of rank those inbound personnel not participating in the Housing Draw, or withdrawing prior to selection will not be permitted to compete or apply for quarters until the first workday in October and the eligibility date will be the first workday in October. Unaccompanied Personnel Quarters are for both Officer and Senior Enlisted personnel. Assignment to available UPH quarters is based on eligibility date if on the Primary or Secondary Waiting List as of close of business the last workday in April and projected arrival dates for inbound. Key and essential bachelors will be protected for UPH quarters.

(2) Officers who are on the Primary or Secondary Waiting List on the last workday of April.

(3) Key and Essential Civilians approved for assignment to Government Quarters (Appendix D of this Supplement, Page 2).

c. Those Unaccompanied Officers getting married during the period of the Housing Draw will be allowed to select Family Quarters; however, they must select only those quarters that will be available on or after the date of their marriage.

d. Personnel with family requirements of 5 bedrooms or higher and/or whose family composition necessitates special consideration may be considered for pre-assignment of quarters by bedroom requirement that most closely meet their needs prior to the Housing Draw, compete for less than authorized, or they may opt to take a Statement of Non-Availability and reside off-post. If they take less than authorized, they may request to be placed on the appropriate bedroom Waiting List for adequate quarters (they must place their name on the appropriate Primary Waiting List as soon as they sign for their quarters--eligibility date will be date they apply). **If they relocate to larger bedroom quarters, moving expense will be borne by the resident.** Assignment of 5 bedroom Grey Ghost units will be by bedroom requirement and eligibility date (if on the Primary Waiting List as of COB last workday in April) and **projected arrival dates (if inbound) between officer and enlisted (assignments will be made based on projected arrival date information obtained NLT 1 May; for pre-assignments to be made by mid-May).**

e. Heads of Departments and Activities will appoint a Housing Coordinator who will be the point of contact between the Housing Division and incoming and outgoing personnel. It is suggested the Housing Coordinator be either the Deputy Head or Executive Officer of the Department or Activity. The name of the Housing Coordinator will be submitted to the Housing Division.

3. Preparation of Rank Listing/Quarters Listing:

a. Any Exceptions to Policy for special consideration (i.e., medical) required for the assignment of quarters, must reach the Housing Division in writing prior to 9 April.

b. All personnel eligible to participate in the Housing Draw and on promotion lists prior to the last workday in May may select quarters in the category class of housing in the grade to which they will be promoted. Promotable officers participating in the Housing Draw will be ordered on the Draw List by promotion list sequence number. In the case of other services, promotable officers will be integrated into Promotion Sequence based upon current date of rank. Officers who have a pending change in bedroom authorization as verified by a legal authority will be considered for quarters in the higher bedroom category.

c. A Memorandum will be distributed not later than 15 May indicating both the quarters that should be available and the list of individuals who will participate. The purpose of this list is for individual planning and will only show the month that the quarters should be available for occupancy. Quarters will be listed by category and bedroom. All eligible personnel competing in the Housing Draw will be arranged by rank and date of rank. When date of rank and Active Federal Commissioned Service are the same, precedence is established by the U.S. Army Active Duty List (ADL) number. Factors affecting placement on ADL include source of Commission, General Order of Merit (USMA Grads Only), date of birth and alphabetical order. Basic Pay Entry Date (BPED) is not used to determine seniority among officers; instead, the BPED is used to determine creditable service for pay purposes. In the case of other services, the age of the oldest service will prevail in lieu of ADL number.

d. A second Memorandum will be distributed no later than 30 May which will show the projected availability date of each set of quarters. This date is predicated upon the quarters clearance date submitted by departing individuals and scheduled maintenance. It is emphasized that the projected clearance date is critical to the success of the selection. Availability dates will not be adjusted earlier for convenience of residents.

4. Conduct of the Drawing:

a. Selection of quarters will be made by order of rank and date of rank; however, when only limited assets exist, preference will be given to bedroom requirement for assignment over date of rank. Participants in the Housing Draw will be considered for an increase of bedroom authorization if they are to have a change within one year from 31 August. Key and Essential personnel will be protected for adequate quarters.

b. Even if adequate quarters in grade are available, officers may select any quarters that are on the quarters list for the Housing Draw even if the quarters selected are less than that authorized by bedroom requirement or grade. In this event, officers selecting quarters that are less than their authorization will be required to sign a statement that they accept the selected quarters as adequate with respect to bedroom requirement or grade at the time of the selection. For example: An inbound Major with a 3-bedroom requirement selects a Company Grade, 2-bedroom apartment when 3-bedroom Field Grade Quarters were still available. That Major will be required to sign a statement that he accepts the apartment as 2-bedroom, Field Grade Quarters. Failure to sign the statement will result in the officer not receiving those quarters AND in the officer not being placed on a Waiting List for quarters until the first workday in October. Personnel occupying inadequate quarters (by grade or bedroom requirement) because these were the only quarters that were available for assignment **will be** required to sign such a statement. These personnel may apply to be placed on the appropriate Primary Waiting List for adequate quarters with an eligibility date of the date they apply once they have signed for their quarters (**Moving expense to be borne by the soldier**). Officers may opt to decline the inadequate unit at the Housing Draw and be placed on the appropriate Primary Waiting List after the Housing Draw with the eligibility date IAW AR 210-50 Chapter 3, paragraph 3-9.

c. Officers are not permitted to sign for quarters until they have signed in to the Installation, in-processed with the Adjutant General's Office, and in-processed with the Housing Division.

d. Inbound personnel should schedule a check-in appointment and sign for quarters immediately upon availability date of quarters, but not later than seven calendar days after availability or they will forfeit the selected quarters. Individuals forfeiting quarters for other than cogent reasons as determined by the DHPW will not be permitted to apply for quarters until the first workday in October.

e. The Lieutenant Colonels or incoming Major(P)s participating in the Housing Draw, who are unsuccessful in drawing Lee Area Quarters or 4-bedroom LTC Special Category Old Sets, may select other quarters. The Lieutenant Colonels not housed in Lee Area or 4-bedroom LTC Special Category Old Sets will have the opportunity to intra-post move through either the Secondary Waiting List during the year, or, if they are on the Secondary Waiting List at the time of the Housing Draw, may request to compete in the Housing Draw (provided they have not previously exercised their intra-post move right within 2 years) (**Moving expense to be borne by the soldier**). Officers may opt to decline inadequate units (Field Grade Quarters are adequate) at the Housing Draw and be placed on the appropriate Primary Waiting List after the Housing Draw with an eligibility date in accordance with AR 210-50, Chapter 3, para. 3-9.

f. Civilian Key and Essential personnel (Appendix D of this Supplement, Page 2) will be protected for Government Quarters.

g. Individuals making an intra-post move must sign for their new quarters on the availability date. They must terminate their old quarters within seven calendar days of signing for their new quarters and in no case later than 15 August (or closest workday). Incoming officers desiring to select a set of quarters being vacated as a result of a proposed intra-post move must recognize that the availability date is highly questionable. Long delays and even cancellation of selection may result if extenuating circumstances occur.

h. USMA Permanent Staff and Faculty Personnel who PCS from USMA on sabbatical leave and terminate their Government Quarters will be protected for quarters at least equivalent to their former quarters upon their PCS return to USMA.

i. The Secondary Waiting List will be updated, reordered and posted on the Monday following the Housing Draw, incorporating all applicants whose housing assignment authorizes their inclusion on the Secondary Waiting List (must have already signed in for duty at the Installation).

APPENDIX C

DESIGNATED QUARTERS

	<u>BRs</u>	<u>QUARTERS</u>
Superintendent	10	100
Commandant of Cadets	4	101
Dean	6	102
Professors USMA*	8	103A, 103B
Professors USMA*	6	105A, 105B, 107A, 107B
Allied Officers (5)	4 or 3	Old or New Doubles
Commander – 1Bn 1Inf	4 or 3	Old or New Doubles
Command Sgt Major – USMA	4	61
Command Sgt Major – USCC	4	Old Double
Command Sgt Major – MEDDAC	4	Old Double
Caretaker, Morgan Farm◎	3	2020
Pastor of the Cadet Chapel & USCC Chaplain+	6	60
USCC Chaplain++	3	Lee Area Quint or Trip
Dir of Intercollegiate Athl.	5	116B~
Superintendent's Enlisted Aide	3	306B

* Professors USMA – Assignments made by Dean, approved by Superintendent.

◎ Designated – Assignment coordinated with DCFA.

+ If the Pastor of the Cadet Chapel is also the USCC Chaplain and a civilian, they will be assigned Qtrs 60. If the Pastor of the Cadet Chapel is military, upon assignment to Qtrs 60, their BAH will be taken.

++ If the USCC Chaplain is a civilian and not the Pastor of the Cadet Chapel, they will be assigned a Lee Area Trip or Quint.

~Temporary quarters for the Director of Intercollegiate Athletics until a replacement NAF house is built.

USMA BAND QUARTERS ♪ (30 Units)

3 BEDROOM	421A	421B	421C	421D	421E
Bailey Loop ♪	421F	421G	421H	421I	421K
(30 Units)	421L	421M	421N	421O	422A
	422B	422C	422D	422E	422F
	422G	422H	422I	422K	422L
	422M	422N	422O	422P	422Q

♪ Occupancy by USMA Band enlisted members only. Thirty sets of quarters (Qtrs 421A through 422Q) were built in 1933 with monies appropriated for quarters for married USMA Band members. Band members will be directed to occupy these quarters if housed elsewhere on USMA.

DIA

These quarters are owned and operated by the Army Athletic Association (AAA) DIA. They do not belong to the DHPW inventory of housing and are listed here only for information.

(20 Units)	1000	1001	1002A	1002B	1004A
	1004B	1006A	1006B	1008A	1008B
	1010A	1010B	1012A	1012B	1012C
	1015A	1015B	1050	148	24

APPENDIX D
USMA KEY AND ESSENTIAL PERSONNEL
MILITARY

DOIM

Director, Information Support Division
NCOIC Telecommunications Center

1ST BATTALION, 1ST INFANTRY

Commander Military Police Company
1SG Military Police Company
Commander Headquarters and Headquarters Company
1SG Headquarters and Headquarters Company
Engineer Platoon Leader Headquarters and Headquarters Company

USCC

Pastor of the Cadet Chapel (could be military, or civilian/same as USCC Chaplain)
Company TAC Officers (32)
Tactical Officer Educational Program (TOEP) (12-18)

MEDDAC

Nurse Anesthetists (2)
Nurses, OR (3)
Head Nurse, ICU
Head Nurse, ER
Head Nurse, MSU
Cdr, Medical Company
Company Grade Physicians (7)
OR Techs (8)

SUPERINTENDENT

Senior Enlisted Aide
Junior Enlisted Aide

2ND AVIATION DETACHMENT

Commander

USMA KEY AND ESSENTIAL PERSONNEL CIVILIAN

DCFA

Caretaker, Morgan Farm (1)

DHPW

Emergency Electrician (1)

Emergency Mechanic (1)

COMMANDANT

USCC Chaplain (1) (could be same as Pastor of the Cadet Chapel)

Regimental Chaplain, USCC (1)

DPE Visiting Professor (1)

CHAPLAIN

Assistant Chaplain, USMA (1)

DEAN

ARL Scientist (1)

Endowed Chairs (6)

Visiting Professors (8)

Foreign Svc Officer (1)

National Security Agency Fellows (3)

Olin Professor (1)

Fulbright Scholar (1)

CIA Analyst (1)

DIA (This includes NAF Housing units (20) administered by DIA). Contract employees (Key and Essential or Non Key and Essential) are not authorized Government Army Family Quarters.

Athletic Director (1)

Associate Athletic Director, Admissions (1)

Head Coaches (13)

Asst Football Coaches (9)

Football Operations (1)

Strength Coach (1)

Athletic Trainer (1)

APPENDIX E
ALLOCATION OF HOUSING ASSETS (FAMILY, UPH)

ALLOCATION OF OFFICER QUARTERS (710 Units)

CATEGORY: GFOQ (3 Units)

10 BEDROOM*◎◆ 100
 (1 Unit)

6 BEDROOM*◎◆ 102
 (1 Unit)

4 BEDROOM*◎◆ 101
 (1 Unit)

CATEGORY: PROFESSOR'S ROW (6 Units)

8 BEDROOM*◎◆ 103A 103B
 (2 Units)

6 BEDROOM*◎◆ 105A 105B
 (4 Units) 107A 107B

CATEGORY: SENIOR OFFICER (61 Units)

5 BEDROOM	62A	62B	64A	64B	66A♿
LUSK*◆	66B	68A	68B	70A	70B
(28 Units)	72A	72B	74A	74B	76A
	76B	78A	78B	80A	80B
	82A	82B	84A	84B	86A
	86B	88A	88B		

*Have a Basement

◎Designated

◆Have a Garage

♿Handicapped

ALLOCATION OF OFFICER QUARTERS

CATEGORY: SENIOR OFFICER (CONT)

6 BEDROOM	21A	21B	21C	25A	25B
OLD ENGLISH SOUTH* ♦	25C	28 ⚿	29	30	31
(14 Units)	32A	32B	34A	34B	

6 BEDROOM	60
MILLS ROAD* ◎ ♦	
(1 Unit)	

5 BEDROOM	11A	11B	13A	13B	15A
WILSON ROAD* ♦	15B	17A	17B	19A	19B
(10 Units)					

6 BEDROOM	116A	116B ◎	118A	118B
OLD ENGLISH NORTH* ♦	120A	120B	122A	122B
(8 Units)				

SUBCATEGORY: LIEUTENANT COLONEL QUARTERS (143 Units)

6 BEDROOM	42A	42B	42C	45A	45B
OLD ENGLISH SOUTH* ♦ ⚡	45C	48A	48B	48C	
(9 Units)					

*Have a Basement

⚿ Handicapped

◎ Designated

♦ Have a Garage

⚡ Designated Oversized for LTCs who do not have sufficient bedrooms to meet their requirement

ALLOCATION OF OFFICER QUARTERS

SUB-CATEGORY: LIEUTENANT COLONEL QUARTERS (CONT)

4 BEDROOM	219A	219B	221A	221B	225A
LEE OLD DOUBLES* ♦	225B	227A	227B	231A	231B
(58 Units)	233A	233B	235A	235B	237A
	237B	241A	241B	243A	243B
	252A	252B	254A	254B	256A
	256B	258A	258B	260A	260B
	262A	262B	264A	264B	266A
	266B	270A	270B	274A	274B
	276A	276B	278A	278B	280A
	280B	284A	284B	286A	286B
	292A	292B	294A	294B	296A
	296B	298A	298B		
4 BEDROOM		6	7	8B	112
SPECIAL CATEGORY OLD SETS*		378	113		
(6 Units)					
4 BEDROOM	282A	282B			
NEW DOUBLES ♿ ♦					
(2 Units)					
3 BEDROOM	223A	223B	229A	229B	239A
LEE NEW DOUBLES* ♦	239B	245A	245B	247A	247B
(18 Units)	268A	268B	272A	272B	288A
	288B	290A	290B		
3 BEDROOM	150A	150B	150C	150D	150E
LEE TRIPS & QUINTS* ♦	155A	155B	155C	155D	155E
(50 Units)	160A	160B	160C	160D	160E
	165A	165B	165C	165D	165E
	170A	170B	170C	173A	173B
	173C	176A	176B	176C	176D
	176E	181A	181B	181C	181D
	181E	208A	208B	208C	211A
	211B	211C	211D	211E	216A
	216B	216C	249A	249B	249C

*Have a Basement

♿ Handicapped

♦ Have a Garage

ALLOCATION OF OFFICER QUARTERS

CATEGORY: FIELD GRADE QUARTERS (324 Units)

5 BEDROOM	309A	309B	309C	309D	
GREY GHOST ♦ ♫	311A	311B	311C	311D	
(8 Units)					
4 BEDROOM	525A	525B	526A	526B	527A
NEW BRICK DOUBLES	527B	528A ♫ ▶	528B	529A	529B
(78 Units) 🏠	530A	530B	531A	531B	532A
	532B	533A	533B	534A	534B
	535A	535B	536A	536B	537A
	537B	538A	538B	539A	539B
	540A	540B	541A	541B	542A
	542B	543A	543B	544A	544B
	545A	545B	546A	546B	547A
	547B	548A	548B	549A	549B
	550A	550B ♫ ▶	551A ♫ ▶	551B	552A
	552B	553A	553B	554A	554B
	555A	555B	556A	556B	557A
	557B	558A	558B	559A	559B
	560A	560B	561A ♫ ▶	561B	585A
	585B	587A	587B		
4 BEDROOM	562A	562C	563A	563C ♫ ☒	564A
NEW BRICK TRIPLES	564C	565A	565C	566A	566C
(52 Units) 🏠	567A	567C	568A	568C ♫ ▶	569A
	569C	570A	570C	571A	571C
	572A	572C	573A	573C	574A
	574C	575A	575C	576A	576C
	577A	577C	578A	578C	579A
	579C	580A	580C	581A	581C
	582A	582C	583A	583C	584A
	584C ♫ ▶	586A	586C	588A	
	588C ♫ ▶	589A	589C		

🏠 These units will be 3 bedrooms after the Renovations are completed

♫ ☒ Handicapped – will not be handicapped after the Renovations are completed

♦ Have a Garage

♫ Will be assigned to either Enlisted or Officer as needed by requirement by eligibility date

♫ ▶ Will be handicap unit after the Renovations are completed

ALLOCATION OF OFFICER QUARTERS

CATEGORY: FIELD GRADE QUARTERS (CONT)

4 BEDROOM STONY LONESOME I (126 Units)	3023A	3023B	3024A	3024B	3025A
	3025B	3026A	3026B	3027A	3027B
	3028A	3028B	3029A	3029B	3030A
	3030B	3031A	3031B	3032A	3032B
	3033A	3033B	3034A	3034B	3035A
	3035B	3036A	3036B	3037A	3037B
	3040A	3040B	3041A	3041B	3042A
	3042B	3043A	3043B	3044A	3044B
	3045A	3045B	3046A	3046B	3047A
	3047B	3048A	3048B	3049A	3049B
	3050A	3050B	3051A	3051B	3052A
	3052B	3053A	3053B	3054A	3054B
	3055A	3055B	3056A	3056B	3057A
	3057B	3058A	3058B	3059A	3059B
	3060A	3060B	3061A	3061B	3062A
	3062B	3063A	3063B	3064A	3064B
	3065A	3065B	3066A	3066B	3067A
	3067B	3068A	3068B	3069A	3069B
	3070A	3070B	3071A	3071B	3072A
	3072B	3073A	3073B	3074A	3074B
	3075A	3075B	3076A	3076B	3077A
	3077B	3078A	3078B	3079A	3079B
	3080A	3080B	3081A	3081B	3083A
	3083B	3084A	3084B	3085A	3085B
	3086A	3086B	3087A	3087B	3088A
	3088B				
3 BEDROOM STONY LONESOME I (4 Units)	3038A	3038B	3039A	3039B	
3 BEDROOM NEW BRICK TRIPLES (26 Units)	562B	563B	564B	565B	566B
	567B	568B	569B	570B	571B
	572B	573B	574B	575B	576B
	577B	578B	579B	580B	581B
	582B	583B	584B	586B	588B
	589B				

ALLOCATION OF OFFICER QUARTERS

CATEGORY: FIELD GRADE QUARTERS (CONT)

3 BEDROOM	310A	310B	310C	310D	310E
GREY GHOST ♦ ■■■	310F	312A ⚿	312B	312C	312D
(30 Units)	313A	313B	313C	313D	314A
	314B	314C	314D	315A	315B
	315C	315D	315E	315F	316A
	316B	316C	316D	316E	316F

CATEGORY: Special - Any Grade Old Sets (19 Units)

5 BEDROOM (1 Unit)	5>				
4 BEDROOM (5 Units)	109C	109D	128A*	130A*	132B*
3 BEDROOM (1 Unit)	8A*				
2 BEDROOM (9 Units)	10A* 126C	10B* 127A*	109A* 127B*	126A* 146*	126B*
1 BEDROOM (3 Units)	9A*	9B*	109B		

CATEGORY: COMPANY GRADE QUARTERS (154 Units)

4 BEDROOM	3102A	3102B	3104C	3104D
STONY LONESOME II ♦	3106A	3106B	3108C	3108D
(30 Units)	3110A ⚿	3110F ⚿	3112A	3112B
	3114C	3114D	3120A	3120B
	3122C	3122D	3124A	3124B
	3126C	3126D	3128A	3128B
	3130C	3130D	3132A	3132B
	3134C	3134D		

■■■ These units will eventually become 4 bedrooms

*Have a Basement

⚿ Handicapped

♦ Have a Garage

> Designated Oversized

ALLOCATION OF OFFICER QUARTERS

CATEGORY: COMPANY GRADE QUARTERS (CONT)

3 BEDROOM	3102C	3102D	3104A	3104B	
STONY LONESOME II ♦	3106C	3106D	3108A	3108B	
(32 Units)	3110B	3110C	3110D	3110E	
	3112C	3112D	3114A	3114B	
	3120C	3120D	3122A	3122B	
	3124C	3124D	3126A	3126B	
	3128C	3128D	3130A	3130B	
	3132C	3132D	3134A	3134B	
3 BEDROOM	502A ♿	502B	502C	502D	502E
OLD BRICK ROW	502F	502G	502H	503A	503B
(40 Units)*	503C	503D	503E	503F	503G
	503H	509A	509B	509C	509D
	509E	509F	509G	509H	510A
	510B	510C	510D	510E	510F
	510G	510H	511A	511B	511C
	511D	511E	511F	511G	511H ♿
3 BEDROOM					
CENTRAL APARTMENTS 1 A 1					
(1 Unit)					
2 BEDROOM					
CENTRAL APARTMENTS 1 A 2	1 A 3	1 A 4	1 A 5	1 A 6	
(27 Units) ✓	1 A 7	1 A 8	1 B 1	1 B 2	1 B 3
	1 B 4	1 B 5	1 B 6	1 C 1	1 C 2
	1 C 3	1 C 4	1 C 5	1 C 6	1 D 1
	1 D 2	1 D 3	1 D 4	1 D 5	1 D 6
	1 D 7	1 D 8			

✓ Authorized for sponsor and spouse, with a maximum of one child, or soldier having a maximum of one dependent.

*Have a Basement

♿ Handicapped

♦ Have a Garage

ALLOCATION OF OFFICER QUARTERS

CATEGORY: COMPANY GRADE QUARTERS (CONT)

2 BEDROOM

SOUTH APARTMENTS	40A	40B	40C	40D
(8 Units)	40G	40H	40I	40K

2 BEDROOM

NORTH APARTMENTS	114A	114B	114C	114D
(8 Units)	114F	114G	114H	114I

ALLOCATION OF OFFICER QUARTERS

SUBCATEGORY: VOLUNTARY OCCUPANCY (Sponsor & Spouse Only) (8 Units)

1 BEDROOM

NORTH APARTMENTS⊛

114E

114K

114SB△

(3 UNITS)

1 BEDROOM

SOUTH APARTMENTS⊛

40E

40F

40L

40SB

(4 UNITS)

1 BEDROOM

CENTRAL APARTMENTS△

1SB

⊛ Temporarily Diverted to UPH

△ Being used as storage

ALLOCATION OF ENLISTED QUARTERS (261 Units)

CATEGORY: SENIOR NCO QUARTERS (175 Units)

5 BEDROOM GREY GHOST ♦ ♾	301A 303B 305B	301B 303C	301C♿ 303D	303A 305A
(9 Units)				
4 BEDROOM LUSK ♦ ◎	61			
(1 Unit)				
4 BEDROOM OLD SETS	128B	130B	132A	
(3 Units)				
4 BEDROOM STONY LONESOME I	3002A 3004A 3005A 3009A 3010C 3012A 3013C 3015C 3016C 3020A	3002B 3004B 3005B 3009B 3010D 3012B 3013D 3015D 3016D 3020B	3003A 3004C 3005C 3010A 3011A 3013A 3015A 3016A 3017A 3022A	3003B 3004D 3005D 3010B 3011B 3013B 3015B 3016B 3017B 3022B
(40 Units)				
4 BEDROOM STONY LONESOME II ♦	3142A 3146A 3152C 3154E 3160E 3162E	3142B 3146B 3152D♿ 3154F 3160F 3162F	3144C 3148C 3154A 3160A 3162A	3144D 3148D 3154B 3160B 3162B
(22 Units)				
4 BEDROOM GREY GHOST ♦	300D			
(1 Unit)				

♿ Handicapped

◎ Designated

♦ Have a Garage

♾ Will be assigned to either Enlisted or Officer as needed by requirement by eligibility date

ALLOCATION OF ENLISTED QUARTERS

CATEGORY: SENIOR NCO QUARTERS (CONT)

3 BEDROOM	300A	300B	300C	
GREY GHOST ♦ 卐	302A 卐	302B	302C	304A
(29 Units)	304B	304C	304D	304E
	304F	306A 卐	306B ◎	306C
	306D	307A	307B	307C
	307D	307E	308A	308B
	515A	515B	515C	515D
	515E	515F		
3 BEDROOM	3140A 卐	3140B	3140C	3140D
STONY LONESOME II ♦	3140E	3140F 卐	3142C	3142D
(34 Units)	3144A	3144B	3146C	3146D
	3148A	3148B	3150A 卐	3150B
	3150C	3152A	3152B	3154C
	3154D	3156A	3156B	3156C
	3156D	3158A 卐	3158B	3158C
	3158D	3158E	3160C	3160D
	3162C	3162D		
3 BEDROOM	423A	423B	425A	425B
BIDDLE LOOP* ♦	427A	427B	429A	429B
(12 Units)	431A	431B	433A	433B
3 BEDROOM	397A	397B	399A	399B
MERRITT ROAD* ♦	401A	401B	403A	403B
(24 Units)	405A	405B	407A	407B
	409A	409B	411A	411B
	413A	413B	415A	415B
	417A	417B	419A	419B

卐 These units will eventually become 4 bedrooms

*Have a Basement

◎ Designated

卐 Handicapped

♦ Have a Garage

ALLOCATION OF ENLISTED QUARTERS

CATEGORY: JUNIOR NCO/JUNIOR ENLISTED QUARTERS (85 Units)

3 BEDROOM OLD BRICK (16 Units)*	501A ♂ 501E 504A 504E	501B 501F 504B 504F	501C 501G 504C 504G	501D 501H 504D 504H	
3 BEDROOM STONY LONESOME I (4 Units)	3019A	3019B	3021A	3021B	
2 BEDROOM STONY LONESOME I (24 Units)	3001A 3006A 3007A 3008A 3014A 3018A	3001B 3006B 3007B 3008B 3014B 3018B	3001C 3006C 3007C 3008C 3014C 3018C	3001D 3006D 3007D 3008D 3014D 3018D	
2 BEDROOM WASHINGTON ROAD* (21 Units)	330A ♦ 334B ♦ 344A 352B 374	330B ♦ 336A 344B 356A	332A ♦ 336B 348A 356B	332B ♦ 340A 348B 360A	334A ♦ 340B 352A 360B
2 BEDROOM BIDDLE LOOP* (20 Units)	345A 353B 364A 368B	345B 357A 364B 369A	349A 357B 365A 369B	349B 361A 365B 373A	353A 361B 368A 373B

CATEGORY: Enlisted - Any Grade (1 Unit)

3 BEDROOM FARM HOUSE ◎ (1 Units)	2020
--	------

*Have a Basement

♂ Handicapped

◎ Designated - Assignment coordinated with DCFA

♦ Have a Garage

ALLOCATION OF ENLISTED QUARTERS

CATEGORY: USMA BAND QUARTERS ☉ ♪ (30 Units)

3 BEDROOM	421A	421B	421C	421D	421E
Bailey Loop ♪	421F	421G	421H	421I	421K
(30 Units)	421L	421M	421N	421O	422A
	422B	422C	422D	422E	422F
	422G	422H	422I	422K	422L
	422M	422N	422O	422P	422Q

☉ Designated

♪ Occupancy by USMA Enlisted Band members only. Thirty sets of quarters (Qtrs 421A through 422Q) were built in 1933 with monies appropriated for quarters for married USMA Band members. Band members will be directed to occupy these quarters if housed elsewhere on USMA.

UNACCOMPANIED PERSONNEL HOUSING

PERMANENT PARTY HOUSING (14 Units)

3 BEDROOM DUNOVER COURT (4 Units)	134A	134B	136A	136B
2 BEDROOM DUNOVER COURT (6 Units)	134C 138	134D 139B	136C	136D
1 BEDROOM DUNOVER COURT (4 Units)	139A	139C	142A	142B

FAMILY QUARTERS

	1 BR	2 BR	3 BR	4 BR	5 BR+	TOTALS
O7+				1	2	3
O6					67	67
O5 (LEE AREA & SPEC CAT)			68	66	9	143
FIELD GRADE			60	256	8	324
SPECIAL CATEGORY(ANY OFFICER GRADE)	3	9	1	5	1	19
O1-O3	8	43	73	30		154
FARM HOUSES (ENLISTED)			1			1
BAND			30			30
E7-E9			99	67	9	175
E1-E6		65	20			85
SUBTOTALS	11	117	352	425	96	
TOTAL # OF QTRS =						1001

UNACCOMPANIED PERSONNEL HOUSING †								
					1 BR	2 BR	3 BR	TOTAL
OFFICER / SR NCO					4	6	4	14

† BONAFAIDE ONLY

APPENDIX F
HOUSING MANAGEMENT
QUARTERS INSPECTION CLEARANCE STANDARDS

This Appendix uses Table 7-1 from AR 210-50 dated 26 February 1999 as a guide.

INSPECTION

- a. Intent. The Housing Division will cause a pre termination and a final termination inspection to be made of assigned quarters prior to the departure of the resident and/or his dependents. The purpose of the inspection is to protect the interests of the Government with minimum inconvenience to the resident to ensure the quarters are in suitable condition for future occupancy. Reimbursement for willful or negligent damage to Government property must be made as prescribed by AR 735.5.
- b. Pre-Inspection. A pre-termination inspection will be conducted by Facilities Maintenance Branch personnel approximately 30 days prior to the projected date of clearance. The resident will be advised of specific cleaning requirements at this time and will be furnished a copy of this Appendix during the pre-inspection. This inspection is intended to outline appropriate Self-Help and cleaning projects to be accomplished by the resident prior to the termination inspection and to ascertain the scope of any large maintenance projects required to be completed between occupancies by DHPW.
- c. Termination Inspection. The soldier, spouse or approved military representative (equivalent rank or above) must be present at the termination inspection. The Housing Facilities Maintenance Branch will conduct the inspection. Requests for approval of a stand-in must be accompanied by an executed Power of Attorney, routed through the soldier's Dept/Activity to the Chief, Housing Division for approval/disapproval. The use of a stand-in will only be approved for cogent reasons. The resident is still responsible for clearance and if the stand-in does not take appropriate action to correct a deficiency, the resident will be held pecuniary responsible for any damage or costs contributable to a failed inspection. Stand-ins have the authority to make required payments and/or correct deficiencies. The issuance of an Installation Clearance Record (DA Form 137) will not be provided to the resident authorizing BAH until quarters are satisfactorily terminated. Stand-ins are not authorized for personnel ETSing or retiring.

CLEANING OF QUARTERS.

- a. Contract Cleaning. Residents may hire cleaning contractors that have been approved by DCFA. Those electing to use this service should request a step-by-step procedure guide from the Housing Office. Minimum cleaning requirements must be met and all Self-Help tasks identified at the pre-inspection accomplished in order for the resident to pass the final inspection.
- b. Failure of Inspection. In the event quarters are not cleared because of lack of cleanliness, the resident will be advised that a re-inspection is necessary. The resident will be advised of the deficiencies and a new date and time will be scheduled by the facilities Maintenance Branch within one working day of the original inspection. If a resident fails their third inspection due to cleanliness or lack of or departs the Installation without cleaning quarters and unclean condition exist they are billed for the quarters to be cleaned by a contract cleaner. Reimbursement from the responsible resident for actual costs incurred will be processed under the provision of AR 735-5.

MINIMUM CLEANING STANDARDS FOR RESIDENT HIRING CONTRACT CLEANER

Floors, Rugs and Installed Carpet

Sweep and vacuum

Walls, Ceilings and Doors

Remove all crayon/pencil marks, stickers, tape, paint, food, etc.

Remove wallpaper, borders, glue, etc.

Unit NOT scheduled for paint: Remove all nails and hooks; after removal lightly fill w/spackle and sponge off excess (Inspector will determine if resident is required to paint quarters)

Unit scheduled for paint: Leave all nails and hooks in place

Re-hang any doors that have been removed

Windows

Ensure all screens have no holes and are in place

Ensure all shades are in good condition and in place

Ensure all storm windows are in good condition and in place

Lighting Fixtures

Ensure all lighting fixtures have operating bulbs

Replace all personally owned fixtures with government fixtures

Cabinets, Closets, Drawers, and Counter Tops

Remove all shelf paper, tape, staples and tacks

Remove all loose food particles, trash and personal items

Refrigerator and Freezer

Remove all contents & loose food particles

DO NOT unplug / Ensure doors are closed / Set on lowest temperature

Range, Range Hood & Dishwasher

Wipe down to remove loose particles

Ventilation, Air Vents & Central A/C

Replace air filters

Bathroom

Wiped clean of all human excrement

Trash Cans

Empty trash cans to remove all garbage

Upholstered Furniture

Remove stains

Outside area

Clear all debris from carports, patios, balconies, yard, exterior sheds, storage areas and walks
Accomplish normal yard maintenance, i.e. mow, rake, edge, re-seed, trim and fill in holes in yard

Remove all pet droppings

Remove all snow from stairs, walkways, driveways, garage entrance, patios & decks

Self Help

Return all Self-Help items per local requirements

Miscellaneous

Remove all personal items before final inspection

Disconnect all telephone, cable and satellite services

Satellite supports/wires must be removed from premises

Remove all pallets & firewood

Remove resident installed modifications

Storm door inserts in place (by season)

Replace cracked, broken or painted switch and receptacle covers

Ensure all fencing in is good condition

All Solid Waste & Hazardous materials disposed of properly

SELF-CLEAN CLEANING STANDARDS

Floors, Rugs and Installed Carpet

Remove stains, wax and dirt sediments
Clean area rugs and installed carpeting to remove dirt and spots
Shampoo clean all carpets
Clean all floors (including under appliances) to remove all dirt, stains, marks

Walls and Ceilings

Remove all dirt, cobwebs, crayon/pencil marks, food, etc.
Remove wallpaper, borders, glue, etc.
Unit **NOT** scheduled for paint: Wipe down walls to remove all dirt, smudges, and other spots
Unit **NOT** scheduled for paint: Wipe all baseboards and trim to remove all dirt, smudges, dust, etc.
Unit **NOT** scheduled for paint: Remove all nails and hooks; after removal lightly fill w/spackle and sponge off excess (Inspector will determine if resident is required to paint quarters)
Unit scheduled for paint: Leave all nails and hooks in place

Doors

Re-hang any doors that have been removed
Clean interior and exterior doors and frames so that they are free of dust, dirt and stains

Windows

Clean inside and outside surfaces, all windows and window frames so that they are free of spots, streaks, or film
Clean windowsills, curtain rods and shades
Remove screens; brush and wash to remove lint and dust; reinstall
Clean out all window wells
Ensure all screens have no holes / shades are all in good condition
Ensure all screens and shades are in place

Lighting Fixtures

Ensure all lighting fixtures have operating bulbs
Replace all personally owned fixtures with government fixtures
Clean all components, including incandescent bulbs, switch and receptacle covers, to ensure that there are no insects, dirt, lint, film, streaks, etc.
Remove, clean & reinstall globes and lampshades

Cabinets, Closets, Drawers, Counter Tops

Remove all shelf paper, tape, staples and tacks
Remove all food particles, trash and personal items
Clean and wash all surfaces so that they are free of dirt, stains, and grease

Mirrors

Clean to shine with no streaks

Radiators, Pipes, and Heating Vents

Baseboard radiators will be vacuumed to remove all debris and dust
Freestanding radiators are to be cleaned on, behind and underneath if cover is removable
Wipe down radiators, pipes and vent registers to remove dirt, sediments and stains
Clean water heater and furnace on outside

Refrigerator and Freezer

Remove all food particles
DO NOT unplug / leave doors closed / set to lowest temperature
Remove all shelving, crispers, drawers and racks and clean thoroughly on the inside and outside to include doors, door gaskets, sides, top
Clean surface beneath, above and behind appliance
Move appliance away from wall and leave for inspection

Range & Range Hood

Remove all burned, crusted-on-food from all surfaces
Clean all areas inside and outside to remove grease, dust, food, tarnish and cleaning streaks
Move range and clean under, above, behind and sides
Clean range hood filter

Ventilation, Air Vents, Exhaust Fans, Dryer Vents & Central A/C

Clean air vent grills and replace filters
Remove dust, grease, stains, dirt and sediments inside/out
Clean or replace permanent filters (filters available at Self-Help)

Dishwasher

Clean interior and exterior surfaces, door gasket, baskets, soap dispensers
Remove mineral deposits in bottom of machine and inside of door

Kitchen & Bathroom

Remove stains, mineral deposits and excessive soap residue from all equipment
Clean all equipment to include bathtubs, washbasins, toilet bowls, showers, mirrors, mirror shelves, towel rails, medicine cabinets, kitchen sinks and related hardware
Clean wall and tiles
Polish all equipment, fixtures and wall tiles, to streak-free shine

Trash Cans & Recycle Bins

Empty and clean

Upholstered Furniture

Clean to remove lint, dust, pet hairs, odor and dirt
Remove spots and stains to the maximum extent possible

Wooden Furniture

Clean to remove dust, dirt, food particles, and streaks
Lightly wax outside surfaces and polish to a shine
Clean doors and drawers to be free of dust, dirt, or other foreign matter
Remove drawers completely so that frames and rollers can be cleaned of
Dust, dirt and other particles

Bedsprings, Box Springs, and Mattresses

Clean and remove dirt, dust and other loose matter

Outside area

Sweep and clear all debris from carports, garages, patios, balconies, yard, sheds, storage areas, and walks
Remove all pet droppings & fireplace wood
Remove oil and grease from paved areas
Accomplish normal yard maintenance i.e. mow, rake, edge, re-seed, and trim
Remove all snow from stairs, walkways, driveways, in front of garage, patios & decks
Ensure all fencing in is good condition

Self Help

Return all Self-Help items per local requirements (3-day loan items & nameplate letters)

Miscellaneous

Remove all personal items before final inspection
All telephone, cable, satellite services are disconnected
Satellite supports/wires must be removed from premises
Remove all pallets & Fireplace wood, Fireplace to be swept clean
Remove resident installed modifications
Install storm door inserts (by season)
Replace cracked, broken or painted switch and receptacle covers
All Solid Waste & Hazardous materials disposed of properly

SELF-HELP CHECKLIST

Prior to the final termination inspection, housing residents shall inspect the following items. Any items found to be inoperative, defective, missing, or otherwise unacceptable must be replaced. Items are available at Self-Help or utilize Red-Flag program.

Appliance Bulbs
Bathroom Light Diffusers
Beaded Chain, Sink
Closet Floor Guides
Closet Pole Sockets
Doorstops
Doorstop Rubber Tips
Drop Cloths
Faucet Aerators
Flat Strainer, 1 1/8"
Fluorescent Light Starters
Fluorescent Light Tubes
Furnace Filters
Handles, Washer Hook-Up
Humidifier Plates
Interior Door Knob, Passage
Interior Door Knob, Privacy
Kitchen Cabinet Handles
Kitchen Light Diffusers
Kitchen Light Globes
Kitchen Sink Strainer
Light Fixture Globes
Medicine Cabinet Mirror
Nut for Light Fixture Globes
Outside Faucet Handles
Paint
Paint Brushes
Paint Rollers
Paint Trays
Receptacle Plates
Rubber Drain Stoppers
Shade Brackets
Shower Heads
Storm Door Chains
Storm Door Hydraulic Closers
Storm Door Knobs
Storm Door Panel Clips
Storm Door Strike Plates
Storm Door Sweeps
Switch Plates
Toilet Flapper Valve
Toilet Paper Roller
Toilet Seats
Tub Strainer, 1 5/8"
Toilet Tank Ball
Window Shades
Window Screens